



## CITY OF DANBURY

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**PLANNING COMMISSION**  
(203) 797-4525  
(203) 797-4586 (FAX)

FOR OFFICE USE ONLY

DATE REC. \_\_\_\_\_

FILE NO.: \_\_\_\_\_

## APPLICATION FOR SUBDIVISION OR RESUBDIVISION PLAN APPROVAL

An "Application for Subdivision or Resubdivision Plan Approval" shall be submitted to the Department of Planning & Zoning for all proposed subdivisions or resubdivisions in accordance with the applicable requirements of the City of Danbury Subdivision Regulations. This "Application" form shall be completed and signed by the property owner and the applicant/agent and shall be accompanied by all documents, plans, fees and other materials specified below under "Submission Requirements." Failure to comply with *all* "Submission Requirements" may result in a denial of the Application.

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1. Name of proposed Subdivision or Resubdivision: \_\_\_\_\_  
Check one:      ☐ Subdivision      ☐ Resubdivision
  2. Street address of the proposed development: \_\_\_\_\_
  3. Date submitted: \_\_\_\_\_ Assessor's Lot # \_\_\_\_\_
  4. Property owner's name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
(street, city, state, zip code)
  5. Applicant/Agent's name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
(street, city, state, zip code)
  6. Zoning District: \_\_\_\_\_
  7. Area of proposed subdivision/resubdivision, in acres: \_\_\_\_\_
  8. Number of Proposed Lots: \_\_\_\_\_
  9. Estimated construction cost of proposed improvements: \$ \_\_\_\_\_

10. Does the property contain wetlands or watercourses ☐ Yes ☐ No

If Yes, and a regulated activity is proposed within the wetland or watercourse, or its regulated buffer, on what date was the application submitted to the Environmental Impact Commission?

\_\_\_\_\_

11. Is the property or any portion thereof located within a floodplain zone? ☐ Yes ☐ No

If Yes, and work is proposed in the floodplain zone, a Floodplain Permit will be required from the Planning Commission in accordance with Section 7.A of the Zoning Regulations.

12. Is the property or any portion thereof located with a designated Public Water Supply Watershed zone? ☐ Yes ☐ No

If Yes, the Applicant/Agent shall be required to comply with Section 7.C of the Zoning Regulations.

13. Amount of designated proposed open space, in acres: \_\_\_\_\_

14. Type of proposed sewage disposal: \_\_\_\_\_

15. Type of proposed water supply: \_\_\_\_\_

I hereby certify that this "Application for Subdivision or Resubdivision Plan Approval" is, to the best of my knowledge, true, complete and correct.

Property Owner:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applicant or Agent:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SUBMISSION REQUIREMENTS

The owner or the applicant/agent shall submit the following documents, plans, fees and other materials with this “Application for Subdivision or Resubdivision Plan Approval.”

- ☐ One original of this “**Application for Subdivision or Resubdivision Plan Approval**” plus nine (9) copies.
- ☐ One copy of the **legal description** of the subject property.
- ☐ A list of all names and mailing addresses of **owners of land** included within, adjacent to, and across the street from the boundaries of the property proposed for subdivision or resubdivision.
- ☐ Plain business-sized **envelopes** addressed to all above referenced property owners.
- ☐ A signed and notarized **affidavit** stating when and by whom the Tax Assessor’s records were examined and stating that the list of property owners is complete.
- ☐ Ten (10) copies of each of the following proposed plans and accompanying documents.
  1. **Final Plan.** A Final Plan of subdivision or resubdivision drawn in ink on material suitable for filing in the land records of the City of Danbury and of a size equal to one of the following dimensions: 12”x18”, 18”x24”, or 24”x36”, and based upon a Class A-2 Survey which complies with the 1976 code adopted by the Connecticut Association of Land Surveyors. The scale of said plan shall not exceed one hundred (100) feet to one inch. Upon approval, the applicant shall submit one mylar copy with three (3) copies reproduced by black-and-white print or similar process. The applicant shall also submit an electronic file of said Final Plan in .DXF format, or in such other format approved by the City of Danbury. Said Final Plan of subdivision or resubdivision shall contain the following:
    - a) Name of record owner of the property.
    - b) Name of subdivision or resubdivision and the owner and applicant/agent.
    - c) Register seal of the land surveyor preparing the plan.
    - d) Zoning district in which the parcel lies; north point; graphic and written scale; and, date.
    - e) The tract boundary of the total property, each proposed lot and open space of the subdivision or resubdivision with bearings to the nearest minute and distances to the nearest hundredths of a foot; total area of the subdivision or resubdivision and each proposed lot to the nearest hundredths of a foot.
    - f) Names of abutting property owners and tax assessor’s numbers for each.
    - g) Layout of lots, lot numbers and street addresses.
    - h) Layout of existing streets and proposed accessways, joint driveways and/or new streets, including: width of road rights-of-way; radii of curves and lengths of arcs; easements; rights-of-way of utilities, sewers and drainage required to service the site; open spaces reserved for parks and playgrounds or other common or public uses.
    - i) Accurate location and description of monuments which shall be installed at street intersections; points of curvature and tangency of curved streets.
    - j) Names of proposed streets, which names shall not duplicate the names of any existing street.
    - k) A vicinity sketch and reference to other maps.

2. **Soils Suitability Report.** For a subdivision/resubdivision not intended to be served by public sewers, a written Soils Suitability Report shall be prepared by a registered professional engineer under supervision of the Danbury Department of Health, Housing and Welfare. Said Report shall contain an appraisal of each individual lot relative to its ability to support subsurface sewage disposal units in compliance with State and Local Health Codes. Percolation tests shall be conducted and soil test pits dug on every lot in the vicinity of the proposed septic system. Said Report shall also indicate the nature of the soil, the depth of ledgerock and depth of groundwater. The Danbury Department of Health, Housing and Welfare shall prepare and submit a written review of said Report to the Department of Planning and Zoning.
3. **Utilities Plan.** A utilities plan, on sheets measuring 24"x36", showing existing contours at two foot intervals, the location of all water courses and drainage areas and existing structures on or within one hundred (100) feet of the parcel. The plan shall include the proposed lot and road layout, the size and location of proposed storm drainage facilities, the water supply system (including individual wells) and sewerage system (including individual septic systems and reserve areas) including connections thereto, and for areas to be served by septic systems, the location and identification of all soil types (as specified in the Soil Survey of Fairfield County, Connecticut, United States Department of Agriculture, Soil Conservation Service in cooperation with Connecticut Agricultural Experiment Station and Storrs Agriculture Experiment Station).

The utilities plan shall also include all proposed grading and the location of all proposed structures and driveways.

4. **Road Profiles.** Road profiles, on sheets measuring 24"x36" with a vertical scale bearing a 1:10 relationship to the horizontal scale. Profiles at the centerline and a typical cross section of all proposed streets and accessways shall be identified and cross sections shall indicate the size and location of all subsurface installations within the street right-of-way.
5. **Stormwater Management Plan.** Any subdivision or resubdivision application proposing one or more acres of impervious coverage shall include a stormwater management plan containing the information required by Section 10.D.6. of the City of Danbury Zoning Regulations, and shall be subject to all requirements of said Section 10.D.6. regardless of whether site plan approval is required.

☐ Payment of all required **fees**, as specified below. All applicable fees shall be combined in one check made payable to the "**City of Danbury**".

1. A Subdivision/Resubdivision filing fee of **\$100.00 PER LOT**.
2. A **\$30.00** State land use fee (as required by Section 22a-27j(a) of C.G.S.).
3. Additional fees for initial Engineering and Fire Marshal reviews

Proposed subdivisions or resubdivisions requiring reviews by the Danbury Engineering Department and/or Fire Marshal are subject to the following additional review fees based on the estimated cost of construction at the time of application, calculated as follows in accordance with §11-2 of the City of Danbury Code of Ordinances.

- For projects in which 3% of the estimated cost of construction is \$ 1,000 or greater:

Initial Engineering Review	\$ 1,000
Initial Fire Marshal Review	<u>500</u>
Total	\$ 1,500

***or***

- For projects in which 3% of the estimated cost of construction is less than \$ 1,000:

Initial Engineering Review	3% of the estimated cost of construction, minimum of \$ 50
Initial Fire Marshal Review	3% of the estimated cost of construction, minimum of \$ 50

If there is a question as to whether such reviews are required, contact the Department of Planning and Zoning for a determination based on the nature of the subdivision or resubdivision. If it is determined that such reviews are required, the Department shall notify the applicant, agent and owner of the initial amount due for any Additional Land Use Processing Review Fees. Such fees are due and payable within twenty (20) business days of the date of notification. If the applicant, agent or owner fails to pay such required review fees, the “Application” will not be distributed nor reviewed. Applications will subsequently be denied for failure to comply with these submission requirements.

**Note:** If revised or modified plans are submitted during review of an “Application” which requires subsequent review by the Engineering Department, *each* submittal of such revised or modified plans shall be accompanied by a check made out to the “City of Danbury” for \$300. Any subsequent review and distribution of additional revised plans will not commence until payment of all outstanding fees are received by the Department of Planning and Zoning.

*Revised June 2006*